

Disaster Facility Survey

This is not a Red Cross Disaster Shelter Survey. The information in this survey is for assisting local emergency management partners identify Disaster Facility Capabilities in their community. It can be completed by anyone. The information will be shared with the Red Cross upon request. This PDF form is for taking notes.

The online survey is the only method for the facility information to be registered.

https://pheap.formstack.com/forms/disaster_facility_survey

County / Tribe* _____

Emergency Manager / Local DES

First Name _____

Last Name _____

Email _____

Surveyor Name*

First Name _____

Last Name _____

Email _____

Phone _____

Facility Information

Facility Name* _____

e.g., Name of School, Name of Church

Physical Address*

_____ City _____ State _____ ZIP Code

Facility Business Hours Phone* _____

Facility 24/7 Phone* _____

Facility Owner / Manager*

First Name _____

Last Name _____

Facility Owner / Manager Email _____

Facility 24/7 Contact*

First Name _____

Last Name _____

Facility 24/7 Contact Email _____

Facility Business Hours Contact*

First Name _____

Last Name _____

Facility Business Hours Contact Email _____

Areas Available for Other Operations

e.g., Room Number, Kitchen, Field

Coordination Information

e.g., Directions to Shelter Entrance, Areas of Special Interest, Unique Information

Facility Survey Questions

Answers to these questions may be used to deduce options for a facility's disaster function based on the facility's capabilities and location in proximity to other important community infrastructure. The answers may also provide local disaster response partners with important information that may affect the list of resources they bring to the facility in a disaster response. Facility owners and managers have final say on how their facility will be used in a disaster response.

Primary Congregate Area Name*

e.g., Room Number, Gym, Basement

Primary Congregate Area Square Footage***

Multi-Use Area Name

Larger than a breakout room, but smaller than the congregate area; e.g., Dining Room, Band Room, Boardroom, Room Number

Multi-Use Area Square Footage

Only add if this area is different than the Primary Congregate Area and Warehousing Area

Warehousing Area

Used for bulk storage of in-kind donations and emergency relief supplies; e.g., Warehouse, Basement, Barn, Shed, Bulk Storage and Shipping Container (e.g., CONEX), Room Number.

Warehousing Area Square Footage

Only add if this are is different than the Primary Congregate Area and Multi-Use Area. If multiple areas (e.g., multiple shipping containers) then add the Square Footage before entering.

Can the Multi-Use Area also be used for Sheltering?	No (0)	Yes (1)
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Can the Multi-Use Area also be used for Warehousing?	No (0)	Yes (1)
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Can the Warehousing Area also be used for Sheltering?	No (0)	Yes (1)
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Can the Primary Congregate Area also be used for Warehousing?	No (0)	Yes (1)
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Availability Year Round*

- ☐ 48 Hours
- ☐ 48 Hours to 1 Week
- ☐ 1 to 2 Weeks
- ☐ 2 to 4 Weeks
- ☐ More than 4 Weeks

Facility availability based on a likely disaster response and recovery timeframe (not a catastrophic scenario). Most disaster response and recovery timeframes are 1 day to 2 weeks; however, earthquakes tend to be longer. Wildfires have tend to have a lower number of shelter stays than average, where earthquakes tend to have a higher number of shelter stays than average. Talk to your county emergency management for more detail about your area's hazards and projected response and recovery times.

Facility Climate Control*

- ☐ None with Poor Insulation
- ☐ Heat Only with Poor Insulation
- ☐ Heat Only with Insulation
- ☐ Industrial A/C Adaptable
- ☐ A/C

None with Poor Insulation – such as barn or warehouse without climate control.

Heat Only with Poor Insulation – barn or warehouse with climate control, e.g., fairgrounds hall, old and breezy buildings.

Heat Only with Insulation – the typical building in Montana. No Windows or widows which do not open vertically/horizontally (i.e., pushout windows).

Industrial A/C Adaptable – a "Heat Only with Insulation" type building that can easily incorporate a portable A/C unit using windows which open vertically or horizontally (i.e., no pushout windows).

A/C – fixed to the building's infrastructure, such as central air.

Warehousing Capable*

- ☐ All Forklifts Unauthorized
- ☐ Pallet Jacks Authorized
- ☐ Electric Hand Truck Forklift Authorized
- ☐ Narrow Aisle Forklift Authorized
- ☐ Rider Forklift Authorized

What warehousing equipment is permitted in the warehousing area given the area's entrance and floor capabilities.

Wood Floors – typically does not authorize warehousing equipment (e.g., older gyms).

Rubberized Floors – typically authorize pallet jacks or Electric Hand Trucks (NOTE: may have wood patterns).

Concrete Slab Floors - typically authorize Narrow Aisle and Rider Forklifts. Narrow Aisle and Rider Forklift limitations are typically constrained by doorway sizes and weight limits on concrete floors. Rider Forklifts are typically thousands of pounds heavier than Narrow Aisle Forklifts. (NOTE: Concrete Slab Floors are sometimes covered with another flooring material like carpet, laminate, etc.)

Number of Breakout Rooms*

- ☐ None
- ☐ 1 to 2
- ☐ 3 to 4
- ☐ 5 to 6
- ☐ 7 or More

Breakout Rooms are for various support activities, e.g., childcare, breastfeeding area, sanctuary and bereavement, operations storage, conferencing area, etc. Meeting rooms and classrooms are typical breakout rooms. Not to be confused with *multi-use areas* which are typically cafeteria sized.

Air Quality*

- ☐ Not Seal-able
- ☐ Seal-able
- ☐ Sealed
- ☐ Sealed with Air Purification Capability
- ☐ Sealed with High Quality / HEPA Air Purification Infrastructure

Sealed Litmus Test: can a sensitive person smell wildfire smoke in the building with doors and windows closed and air purification turned off.

Warehousing Resources*

- ☐ None
- ☐ Pallet Jacks
- ☐ Electric Hand Truck Forklift
- ☐ Narrow Aisle Forklift
- ☐ Rider Forklift

Does the facility have these resources on hand? Select the largest resource the facility has on hand.

Delivery Capabilities

- ☐ No Enhanced Delivery Capabilities
- ☐ Designated Delivery Parking
- ☐ Alternate Delivery Entrance
- ☐ Delivery Truck Loading Ramp
- ☐ Semi-Truck Loading Ramp

Animal Sheltering*

- ☐ Service Animals Only
- ☐ Out-Door (Existing Structure or Adaptable)
- ☐ Barn
- ☐ Barn Climate Control
- ☐ In-Door

Only service animals are authorized in Red Cross disaster shelters. However, it is important that pets, often considered to be family members, are sheltered near their owners. Organizations such as the Humane Society often bring in pet sheltering cages and supplies which can be set up outside, in warehousing areas, or the like.

Refrigeration*

- ☐ None
- ☐ Limited Food
- ☐ Limited Medication
- ☐ Bulk Food
- ☐ Bulk Food & Medication

Medication needs to be secured separate from food refrigeration.
Bulk Food – Commercial or Industrial in size refrigerator.

Electricity*

- ☐ Low Durability
- ☐ Durable Power
- ☐ Portable Access
- ☐ External Adapter
- ☐ Fixed Backup

Low Durability – brownouts are common; no backup power options.
Durable Power – brownouts are uncommon; no backup power options.
Portable Access – there is a place for a mobile generator to be set up and extension cords can be brought into the congregate area.
External Adapter – the ability to plug a mobile generator directly into the building's electrical infrastructure.
Fixed Backup – Permanent generator, significant battery storage for facility, and/or significant green energy production.

Warehousing Access*

- ☐ No Direct Access
- ☐ Hand Truck Access
- ☐ Pallet Jack Access
- ☐ Narrow Aisle Forklift Access
- ☐ Rider Forklift Access

Sometimes an area designated for warehousing activities is in a basement or behind a standard door. That would limit the type of equipment that can be used for moving bulk quantities of goods.

Dry Goods Storage*

- ☐ None
- ☐ Small
- ☐ Large
- ☐ Commercial
- ☐ Industrial

Small – typical residential pantry.

Large – typical small church pantry.

Commercial – typical restaurant pantry.

Industrial – typical large school or military chow hall pantry.

Kitchen*

- ☐ None
- ☐ Small
- ☐ Large
- ☐ Commercial
- ☐ Industrial

Small – typical residential size.

Large – may include two oven/range-tops, two refrigerators, and/or a three well sink.

Commercial – typical restaurant kitchen.

Industrial – typical large school or military chow hall kitchen.

Durable Medical Equipment Electricity*

- ☐ Not Accessible
- ☐ Access in Breakout Room
- ☐ Portable Access
- ☐ 110 Full Access
- ☐ 110 and 220 Access

220 is required for some mass care related equipment, e.g., dryers, durable medical equipment, electric warehousing resources. If 220 is available in a place other than the Sheltering Area or Breakout Room, then add comment in coordinating instructions.

Internet*

- ☐ None
- ☐ Secure Network
- ☐ Low Capacity WIFI
- ☐ High Capacity WIFI
- ☐ Public Computer Lab

A secure network may be accessed by operations staff, but not the public.

Low and High Capacity WIFI would be accessible to the public.

Public Computer Lab would be used for reception center type activities, i.e., reunification and volunteer coordination activities.

Vehicle Entrance*

- ☐ Dirt / Loose Gravel
- ☐ Pack Gravel
- ☐ Paved with no markings
- ☐ Paved with Marked Drop-Off
- ☐ Paved with ADA Turnout

Building Entrance*

- ☐ Inaccessible to Disabled / Impaired Persons
- ☐ Adaptable to Become Accessible
- ☐ Single Accessible Entrance
- ☐ Primary Entrances are Accessible
- ☐ Fully Accessible

Male Toilets*

- ☐ None
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ 11 to 15
- ☐ 16 or More

Urinals count as .5 (1/2) a Toilet, include ADA Accessible in the count.

Pedestrian Access*

- ☐ No Sidewalk
- ☐ Limited / Disrepair Sidewalk
- ☐ Functional Sidewalk
- ☐ Sidewalk with Curb Cuts
- ☐ Sidewalk for Visually Impaired

Along all access roads

Vehicle Parking*

- ☐ Dirt / Loose Gravel
- ☐ Pack Gravel
- ☐ Paved with No Markings
- ☐ Paved with Markings
- ☐ Paved with Van Accessible Spaces

Facility Accessibility*

- ☐ Inaccessible to Disabled / Impaired Persons
- ☐ Primary Area Accessible
- ☐ Common Areas Accessible
- ☐ Water and Facilities Accessible
- ☐ Fully Accessible

Male Toilets ADA Accessibility*

- ☐ None
- ☐ 1
- ☐ 2 or More

Male Showers*

- ☐ None
- ☐ 1
- ☐ 2 to 4
- ☐ 5 to 10
- ☐ 11 or More

Include ADA Accessible in the count.

Male Shower ADA Accessibility*

- ☐ None
- ☐ 1 or More

Female Toilets*

- ☐ None
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ 11 to 15
- ☐ 16 or More

Include ADA Accessible in the count.

Female Toilets ADA Accessibility*

- ☐ None
- ☐ 1
- ☐ 2 or More

Female Male Showers*

- ☐ None
- ☐ 1
- ☐ 2 to 4
- ☐ 5 to 10
- ☐ 11 or More

Include ADA Accessible in the count.

Female Shower ADA Accessibility*

- ☐ None
- ☐ 1 or More

Unisex Toilets*

- ☐ None
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ 11 to 15
- ☐ 16 or More

Include Family Restroom. Include ADA Accessible in the count.

Unisex Toilets ADA Accessibility*

- ☐ None
- ☐ 1
- ☐ 2 or More

Include Family Restroom.

Unisex Showers*

- ☐ None
- ☐ 1
- ☐ 2 to 4
- ☐ 5 to 10
- ☐ 11 or More

Include Family Restroom. Include ADA Accessible in the count.

Unisex Shower ADA Accessibility*

- ☐ None
- ☐ 1 or More

Include Family Restroom.

Proximity to Pharmacy*

- ☐ 5+ Miles
- ☐ 2 to 5 Miles
- ☐ 1 to 2 Miles without Sidewalks
- ☐ 1 to 2 Miles with Sidewalks
- ☐ Less than 1 Mile

Include Pharmacies in Supermarkets and Grocery Stores

Proximity to Acute / Trauma Medical Care*

- ☐ 5+ Miles
- ☐ 2 to 5 Miles
- ☐ 1 to 2 Miles without Sidewalks
- ☐ 1 to 2 Miles with Sidewalks
- ☐ Less than 1 Mile

Hospitals, Urgent Care

Proximity to Nearest Mass Transportation Hub*

- ☐ 5+ Miles
- ☐ 2 to 5 Miles
- ☐ 1 to 2 Miles without Sidewalks
- ☐ 1 to 2 Miles with Sidewalks
- ☐ Less than 1 Mile

Airport, Bus Station, Passenger Train (e.g., Amtrak) Station, Commuter Train Central Station

Proximity to Nearest Mass Transportation Node*

- ☐ 5+ Miles
- ☐ 2 to 5 Miles
- ☐ 1 to 2 Miles without Sidewalks
- ☐ 1 to 2 Miles with Sidewalks
- ☐ Less than 1 Mile

Commuter Bus Stop, Commuter Train Station

Proximity to Primary Roadways*

- ☐ 5+ Miles
- ☐ 2 to 5 Miles
- ☐ 1 to 2 Miles without Sidewalks
- ☐ 1 to 2 Miles with Sidewalks
- ☐ Less than 1 Mile

Interstate, Highway, 4 lane roads

Proximity to Emergency Snow Route (ESR) *

- ☐ Access more than 1/2 mile from ESR
- ☐ Access between 1/4 and 1/2 mile from ESR
- ☐ Access between 100 feet and 1/4 mile from ESR
- ☐ Access less than 100 feet from ESR
- ☐ Access on ESR

ESRs are prioritized roadways for snow plowing and traction control

Proximity to Laundry Facilities*

- ☐ 1+ Miles
- ☐ Less than 1 Mile without Sidewalks
- ☐ 1 Washer and Dryer Onsite
- ☐ 2+ Washer and Dryer Onsite
- ☐ Less than 1 Mile with Sidewalks